


STANDARD APPLICATION FORM

VACANCY DETAILS			
Job Title:		Post ref:	
Linwood School		How did you hear about this vacancy?	
PERSONAL DETAILS			
Surname:		Forenames:	
Previous surname:		Preferred forename:	
Address:			
		Work phone no.	
		Home phone no.	
		Mobile phone no.	
Postcode:		Email:	
NATIONAL INSURANCE NUMBER			
ELIGIBILITY TO WORK IN THE UK			
Do you have permission to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If no, please give details:			

	<p>Disability Confident Employer</p> <p>This means that all disabled applicants who satisfy the minimum criteria will be offered an interview.</p> <p>If you consider you have a disability within the provisions of the Equality Act 2010, please tick the box <input type="checkbox"/></p>
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CURRENT/MOST RECENT EMPLOYMENT			
Employer's name and address		Your job title:	
		Current salary:	
		Date appointed:	
		Notice period:	
Main duties:			
Reason for leaving:			
May we contact you at work if necessary?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	



EMPLOYMENT HISTORY

PREVIOUS EMPLOYMENT HISTORY (most recent first)

We reserve the right to obtain references or to contact previous employers in addition to your named referees.

Please note: for posts within children and young people services or adult regulated services, **please explain any gaps in your employment history.**

<i>Employer's name and address, telephone number and email</i>	<i>Job title and brief description of duties</i>	<i>Date from/to DD/MM/YY</i>	<i>Reason for leaving</i>

Please continue on a separate sheet if required

REFERENCES

Referees named on this form must be your current (most recent) and previous employer. If you have not previously been employed, or are returning to work after a substantial career break and are unable to provide previous employment references, please provide alternatives, e.g. the name of your course Tutor(s)/Head Teacher or a suitable professional. We may contact referees prior to interview. **If you do not wish us to contact the referee before interview please enter 'x' in the box.**

CURRENT (MOST RECENT) EMPLOYER <input type="checkbox"/>	PREVIOUS EMPLOYER <input type="checkbox"/>
Name (title, forename, surname)	Name (title, forename, surname)
Capacity known to you	Capacity known to you
Organisation	Organisation
Email:	Email:
Telephone Number:	Telephone Number:
Address:	Address:



EDUCATION/TRAINING

Please use the spaces below each question to state how your skills, experience and training meet the requirements of the job for which you are applying. The information you provide in these spaces will be used to assess your application and determine whether you are shortlisted for interview or not.

1. Minimum of GCSE or equivalent in English and Maths – Desirable

Do you feel you meet this criteria? Yes No

How do you meet this criteria:

2. Studying for University Qualification in Psychology – Essential

Do you feel you meet this criteria? Yes No

How do you meet this criteria:

3. Knowledge of different types of SEND – Essential

Do you feel you meet this criteria? Yes No

How do you meet this criteria:

4. Awareness of different strategies that could be used to help engage students – Essential

Do you feel you meet this criteria? Yes No

How do you meet this criteria:

5. Understanding of special educational needs and impact on learning including promoting independence and supporting students as they work towards employment – Desirable

Do you feel you meet this criteria? Yes No

How do you meet this criteria:



EDUCATION/TRAINING

6. Knowledge of safeguarding and child protection – Essential

Do you feel you meet this criteria? Yes No

How do you meet this criteria:

7. Ability to establish positive working relationships within a workplace team – Essential

Do you feel you meet this criteria? Yes No

How do you meet this criteria:

8. Ability to establish positive working relationships with students and engage and motivate them through learning – Desirable

Do you feel you meet this criteria? Yes No

How do you meet this criteria:

9. Ability to observe, support and provide written and verbal feedback using clear and appropriate communication – Essential

Do you feel you meet this criteria? Yes No

How do you meet this criteria:

10. Ability to be quick-thinking, resilient and be flexible – Desirable

Do you feel you meet this criteria? Yes No

How do you meet this criteria:



EDUCATION/TRAINING

11. Commitment to high standards and continuous improvement – Desirable

Do you feel you meet this criteria? Yes No

How do you meet this criteria:

12. Ability to be reflective and learn from constructive feedback – Desirable

Do you feel you meet this criteria? Yes No

How do you meet this criteria:

OTHER SUPPORTING INFORMATION

Please record here any further information that you have not provided in the section above, which you feel supports your application.



EDUCATION/TRAINING

QUALIFICATIONS & PROFESSIONAL MEMBERSHIPS

Qualification and professional memberships obtained (including CIPD status if applicable)	
Dates	Other training/short courses relevant to this position

Please continue on a separate sheet if required

Are you related to a Councillor, School Governor or employee of the Council? Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'yes' please provide Name: _____ Relationship: _____
All forms of canvassing will automatically disqualify candidates from appointment, e.g. you must not ask a Councillor, School Governor or employee of the Council to use their influence to help you get a job.
If selected for interview, you must, at that stage, make known any personal or business relationship, which may conflict with the role applied for.
If you are selected for interview the Council would prefer to contact you by email. Please select: email <input type="checkbox"/> letter <input type="checkbox"/>

DATA PROTECTION LEGISLATION



The information you have provided will be held in compliance with the Data Protection Act 1998.

If you have previous Local Government service or other service which counts as continuous, the Council will seek confirmation from your last Authority of your date of employment for continuous service purposes, in the event of you being offered the post. The Council will also seek details of the number of day's sickness absence (not reasons) in the last 12 months, for the purposes of administering the Local Government Sick Pay Scheme. You are deemed to have given your consent by signing this application form.

DECLARATION

I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. Any offer of employment is subject to receipt of satisfactory completion of recruitment checks applicable to the post.

Signature: _____ Date: _____

Please return your completed application form to:

Human Resources
Linwood School
Alma Road
Bournemouth
BH9 1AJ

Or by emailing hr@linwood.bournemouth.sch.uk



CONFIDENTIAL

EQUAL OPPORTUNITIES MONITORING INFORMATION

The Council will seek to ensure that all existing and potential employees are given equal opportunities. We are committed to the elimination of unlawful or unfair discrimination and will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.

In order to help the Council monitor the effectiveness of its Equal Opportunities Policy you are asked to provide the information requested below. This information is confidential and does not form part of your application.

This slip will be detached from your application form upon receipt and the information will not be taken into account when making the appointment

If you are successful at interview and take up employment with the Council, the equal opportunities information you have provided will form part of your employment record and will be held and maintained in accordance with the Data Protection Act 1998

Name: _____

Post ref: _____

Service Unit/School: _____

Date of Birth: _____

GENDER

- Male
- Female
- Non-binary
- Self-identify

DISABILITY

Do you consider yourself to have a disability under the Equality Act 2010? A disability is defined as a 'physical or mental impairment which has substantial and long term adverse effects on the ability to carry out normal day to day activities'.

- Yes
- No
- Prefer not to say

For more details, please contact the Equal Rights Commission Helpline on 0845 604 6610

NATIONALITY: _____

ETHNIC ORIGIN

White

- British
- Irish
- Any other White background

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Black or Black British

- Caribbean
- African
- Any other Black background

SEXUAL ORIENTATION

- Heterosexual
- Bisexual
- Gay/Lesbian
- Prefer not to say

RELIGION AND BELIEF

- Agnostic Atheist
- Baha'l Faith Buddhism
- Christianity Hinduism
- Islam Jainism
- Judaism Sikhism
- Zoroastriansim Other
- None Prefer not to say

